POSITION DESCRIPTION

Position Incumbent:
Position Number:
Class Range ID: D
Working Title: **Systems Engineering Lead CMIPS Project**

Position Overview Narrative
Under the general direction of the HHSDC Manager of the In Home Support Services Case Management Information and Payrolling System (CMIPS) project, the System Engineer Lead is responsible for leading the system engineering activities for CMIPS project. This includes developing and documenting the technical requirements for a Request for Proposal, performing technical evaluation of proposals, providing technical input for the Contract negotiation, verifying and validating the Prime Contractors technical processes and deliverables, and performing system acceptance test and evaluation. The incumbent will coordinate and direct state staff, county representatives, and consultants who may act as subject matter experts in defining or validating requirements. The System Engineer Lead is also responsible for coordinating the external agencies for system interfaces, and technical issues. The incumbent will prepare special reports as needed to investigate or validate technical issues. Also, the System Engineer Lead is responsible for managing the system engineering/quality assurance project office staff. The incumbent will periodically prepare inputs to the project tracking and status reporting to include project risks and metrics. The incumbent will also participate in project planning/status meetings. The incumbent has responsibilities that require interaction with county, state, federal, and contractor representatives to ensure the objectives of the project are achieved.

KSAB Proficiency should be indicated for two points of time:

MEL (**M**inimum **E**ntry **L**evel) Minimum acceptable KSAB necessary.

FDL (**F**ully **D**eveloped **L**evel) Individual will have been trained in the process and has demonstrated KSAB proficiency.

Proficiency levels:

N (**N**one) No minimum entry level of the KSABs required.

F (**F**amiliar) The individual has general understanding of the application or concept.

P (**P**roficient) Individual acts independently in applying the application or concept.

E (**E**xpert) Most proficient in the accomplishment of the task.

Task Description	Criticality	Percent of Time	Tactical Plan ID
Conduct business activities in a professional manner that leads to superior stakeholder satisfaction. The following KSABs apply to all tasks performed to deliver services that meet or exceed stakeholders' expectations.	C	100%	

The following Knowledge, Skills, Abilities and Behaviors are required for successful performance of all tasks:	Proficiency	
	MEL	FDL

	MEL	FDL
1. Ability and willingness to maintain good attendance and dependability	**P**	**P**
2. Ability to prioritize, plan, organize, coordinate, monitor and follow up on workload	**P**	**P**
3. Knowledge of HHSDC's Quality culture, core values, vision and mission.	**N**	**P**
4. Ability to set and meet realistic deadlines and goals	**P**	**P**
5. Ability to interact effectively and professionally with HHSDC staff and other departments to gather/disseminate information, ask/answer questions, determine needs and resolve issues	**P**	**P**
6. Ability to solve complex problems and make decisions independently	**P**	**P**
7. Skill in verbal communication to ensure flow of information with all levels of staff, vendors, and control agencies	**P**	**P**
8. Skill in verbal communications to accurately obtain and give information	**P**	**P**
9. Ability to work independently or with others in a team environment	**P**	**P**
10. Ability to support decisions made	**P**	**P**
11. Ability and willingness to use consensus to create win-win agreements and support decisions made	**P**	**P**
12. Knowledge of group dynamics, team building techniques, and meeting management techniques to promote effective team interaction and productive meetings	**P**	**P**
13. Willingness and ability to organize, lead and participate in meetings	**P**	**P**
14. Ability to maintain a positive attitude when under pressure	**P**	**P**
15. Willingness to display a positive and professional image as a representative of HHSDC	**P**	**P**
16. Ability to utilize proper self-study techniques while maintaining workload, keep up with new technology, as well as changes in the current technology	**P**	**P**
17. Willingness to accept responsibility and accountability for demonstrating leadership qualities	**P**	**P**
18. Ability to inspire others to a common goal and to focus on the issues	**P**	**P**

Task Criticality:

U (**U**ncertain) Value added unknown or undetermined.

M (**M**oderate) Satisfactory completion of this task increases the probability of stakeholder satisfaction.

C (**C**rucial) Satisfactory completion of this task is essential to producing stakeholder satisfaction.

The incumbent

1.. Task Description	Criticality	Percent of Time	Tactical Plan ID
Define, document, and manage system technical requirements for the Request for Proposal and Prime Contract.	**C**	**25%**	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL

Related Knowledge, Skills, Abilities, Behaviors	MEL	FDL
1. Thorough knowledge of system requirements definition processes.	P	E
2. Skill in research and analysis of complex systems and interfaces.	P	P
3. Skill to communicate effectively verbally and in writing.	P	P
4. Thorough knowledge of requirements change control processes.	P	E
5. Thorough knowledge of complex PC software applications to define, trace, and control system requirements.	F	P
6. Ability to plan and direct meetings for requirements definition and validation.	P	P
7. Ability to focus on the task, ignoring distractions, or to refocus after distractions to complete the tasks on time.	P	P
8. Exercise patience when working with different individuals.	P	P
9. Effectively interact with control agencies, state staff, and county staff to control requirements changes and prevent scope creep.	P	P
0. Ability to verbally communicate effectively with internal/external stakeholders, vendors and resources to gather accurate data required for problem resolution and system analysis	P	P
11. Willingness to use a systematic approach to resolve complex business problems.	P	P

2. Task Description	Criticality	Percent of Time	Tactical Plan ID
Conduct Quality Assurance activities to verify and validate technical requirements are met in Project Office and Prime Contractor processes and deliverables.	C	30%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Thorough knowledge of verification and validation processes.	P	E
2. Thorough knowledge of audit and review processes.	P	E
3. Knowledge with industry standards for System and Software life cycle processes.	F	P
4. Skill in analysis of complex systems and interfaces to verify and validate documents, system architecture, software, and other deliverables.	P	E
5. Skill to communicate effectively verbally and in writing.	P	E
6. Thorough knowledge of complex PC software applications and models used to verify and validate documents, system architecture, software, and other deliverables.	F	P
7. Ability to plan and direct meetings for reviews, audits, and status updates	P	P
8. Skill in modeling and simulation	F	F
9. Effectively interact with control agencies, state staff, and county staff to verify and validate requirements.	P	P
0. Effectively coordinate the Project Office Quality Assurance verification and validation efforts with Prime Contractor's Quality Assurance and the Independent Validation and	F	P

Verification consultant activities.		
11. Ability to verbally communicate effectively with internal/external stakeholders, vendors and resources to gather accurate data required for problem resolution and system analysis	**P**	**P**
12. Willingness to use a systematic approach to resolve complex technical issues.	**P**	**P**

3. Task Description	Criticality	Percent of Time	Tactical Plan ID
Oversee Prime Contractor Test and Evaluation efforts and conduct System User Acceptance Tests.	**C**	**25%**	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency MEL	FDL
1. Thorough knowledge of test and evaluation processes.	**P**	**E**
2. Knowledge with industry standards for test and evaluation.	**F**	**F**
3. Skill in analysis of complex systems and interfaces to define test objectives, test plans, and test scripts.	**P**	**E**
4. Skill to communicate effectively verbally and in writing for test plans and reports.	**P**	**E**
5. Thorough knowledge of complex PC applications and environment for system test and evaluation.	**F**	**P**
6. Ability to plan and direct meetings for test planning and test execution	**P**	**P**
7. Effectively coordinate state and county staff to participate in test planning and test execution as needed	**P**	**P**
8. Ability to verbally communicate effectively with internal/external stakeholders, vendors and resources to gather accurate data required for problem resolution and system analysis	**P**	**P**
9. Willingness to use a systematic approach to conduct system test and evaluation	**P**	**P**

4. Task Description	Criticality	Percent of Time	Tactical Plan ID
Manage System Engineering staff and activities	**C**	**15%**	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency MEL	FDL
1. Knowledge of project management principles including project initiation, planning,	**P**	**E**

	MEL	FDL
and monitoring practices		
2. Familiarity with industry standards for System and Software life cycle processes	F	P
3. Knowledge of risk management processes	F	P
4. Knowledge of HHSDC processes and procedures to ensure compliance and obtain approvals.	N	P
5. Knowledge of agency and division/departmental policies and goals.	N	P
6. Skill in using HHSDC standard tools for project management, communication, risk management, document tracking, and issue resolution	N	P
7. Skill to communicate effectively verbally and in writing for project planning and status reporting	P	P
8. Ability to effectively communicate with various audience levels to ensure the flow of information.	P	P
9. Ability to meet project deadlines required project status reporting.	P	P
10. Ability to elicit cooperation and collaboration with stakeholders, colleagues and consulting partners	F	P
11. Skill to recognize project risks and issues which could signal potential changes in schedule, scope or resources	N	P
12. Skill in risk management.	F	P
13. Ability to retain a professional and positive relationship with those project team members responsible for providing project monitoring data	F	P
14. Demonstrate a willingness to be flexible in the face of changing workload priorities.	P	P
15. Work without close supervision	F	P

5. Task Description	Criticality	Percent of Time	Tactical Plan ID
As needed, prepare special reports to investigate or validate technical issues.	C	5%	

Related Knowledge, Skills, Abilities, Behaviors	Proficiency	
	MEL	FDL
1. Skill to communicate effectively verbally and in writing.	P	P
2. Ability to effectively communicate with various audience levels to ensure the flow of information.	P	P
3. Ability to meet project deadlines created by short time frames.	P	P
4. Willingness to use a systematic approach to conduct investigations and research.	P	P

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